

Statement of Work for A-76 Support for USDA Farm Service Agency

Organization

This task order is to support the activities at the USDA Farm Service Agency in the accomplishment of their A-76 study. Through the study the activity will identify competitive opportunities and other alternatives to reduce infrastructure costs and obtain the best public or private source for a particular product or service.

Background

The current FTE counts for the competition study is 200. Due to possible redefining of these FTE counts, as part of the study and business unit definition, these estimated FTE counts may vary. This SOW identifies the contractor requirements to support the agency's study effort. The contractor will function as part of the overall activity team and report on the progress of these efforts on a weekly basis. The contractor will routinely meet with the team to provide study progress updates and give and receive study-related information.

Function Code	Description	Location	FTEs
C110, C300, C311, C313, C401, C402	Debt Collection and Accounting	Kansas City	29
C000, C110, C300, C401, C403, C405	Loan Processing	St. Louis	49
B000, B200, U800	Education and Training	Washington DC/Kansas City	25
W000, W220, W299, W310, W600, W824, W825, W826, W827, W999	Data Processing	Washington DC/Kansas City	97

Requirements

These activities are in the process of conducting Commercial Activities (CA) studies in accordance with OMB Circular A-76. The various CA teams will require technical and analytical support to complete the required CA products and milestones. The needs of each location will cause variation but will be estimated based on the completion of all milestones within fourteen months of the award of this delivery order.

The contractor will interface daily with the CA Team and Team Leader, as well as coordinate requirements with the Contracting Officer. The contractor is expected to perform as part of the CA Team. The following CA study activity tasks require support.

Task 1 - Task Order Management. Provide Task Order Management as outlined in the contract Statement of Work. Progress toward completion of this study will be tracked on a monthly basis.

Task 2 - The contractor to provide the following technical support for the completion of each of the A-76 locations:

- A. Planning Effort for CA Study - The purpose of this step is to develop a plan for conducting the A-76 study. The plan defines the scope of the study and key actions required. As desired by the contracting officer's technical representative (COTR), provide information on the OMB Circular A-76, facilitate meetings, evaluate information, discuss alternatives and provide advice. The plan will walk through the A-76 process highlighting responsibility of senior management, key events and interfaces with management, union, acquisition management and functional organizations under study. As a result of this effort prepare a plan of action and milestones for each location detailing which products of the study are due when based on the needs of the agency in accomplishing the CA study. The contractor will also provide all necessary training to CA Team personnel at each location to facilitate the CA Study.
- B. Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP) Development - Develop the PWS, QASP and supporting documentation as outlined in the plan of action for each of the locations under study. The contractor shall write the PWS in a performance-based format. The PWS will solicit "best value" alternatives and encourage innovative operational methods. The resulting PWS will allow proposals to be evaluated on best value to the government, considering total cost and performance quality. The contractor will also develop a QASP consistent with the performance based PWS and A-76 process requirements and will be consistent with the type of contracting vehicle as determined by the contracting officer.
- C. Respond to Contracting Officer review by making corrections and adjustments to the documents being reviewed. This will be minimized by routine interface with the Contracting Officer and/or the CA Team Leader as appropriate.
- D. Develop Management Plan – Most Efficient Organization (MEO), In-House Cost Estimate (IHCE), Technical Performance Plan (TPP), and Transition Plan (TP). The contractor shall develop the in-house cost estimate based on the requirements presented in the PWS and the Government's proposed methods of operation as described in the MEO and TPP. The PWS is designed to solicit "best value" alternatives and encourage innovative operational methods. It will allow proposals to be evaluated on best value to the government, considering total cost and performance quality. The resulting in-house cost estimate shall not be based on a "historical" cost basis. Rather, it shall be based on the PWS requirements and the anticipated personnel, material, and subcontract cost the Government will have to expend in the event the functions are retained as an in-house operation. The contractor will identify and fully document any IHCE costs that significantly vary from the recent cost expense history. The Government will provide the contractor requested cost related source documents, or provide access to appropriate activity cost data/databases. The contractor shall be responsible for all IHCE related research, compilation, analyses, and subsequent

assembly of all required cost forms and supporting documentation. It is imperative that the contractor personnel involved in writing the MEO be separate from, and not in contact with, the contractor personnel who prepared the PWS and QASP.

- E. Respond to independent review officer (IRO) by making corrections and adjustments to the documents being reviewed. The purpose of the independent review is to validate and verify the Government's in-house cost estimate.
- F. Respond to source selection board conducting review by making corrections and adjustments to the documents being reviewed.

Deliverables

Proposed Strategy and Plan of Action and Milestones. These documents will be submitted within 15 days of contract award. The submittal will use Microsoft Project and will include hard and electronic copies.

Documents shall be delivered as hard-copy (one original - four copies) and one soft copy on disk in Microsoft Word. The in-house cost estimate will be developed and delivered using the WinCOMPARE2 software. Deliverables to be provided to the Contracting Officer or his/her designated representative at the activity under study except the monthly report will also be forwarded to the COTR.

Due dates for the above may vary due to the time schedule and complexity. All documents, except for the initial plan and milestones, should be submitted for final review no later than two weeks before the final delivery date. The government will identify deficiencies in a timely manner to allow the contractor to finalize these draft documents. The timing and scheduling of due dates will be completed as the result of the kick-off meeting and ensuing planning at each study location. Due to the procurement sensitive nature of the documents being reviewed the contractor shall safeguard all documents and be required to sign a non-disclosure statement.

The contractor will propose based on this SOW, expected FTEs and study timeline of fourteen months. The timelines and delivery schedule developed in Task 2.A for each of the studies will determine acceptable timing of deliverables at each location.

The following are required:

Deliverables Matrix

CA Study Activity Tasks	Deliverables
Planning, Milestones and Schedule Development	Meet with each location as a kick-off meeting for each study, planning, milestones, schedule, responsibility matrix, communications plan
Management Study	Performance Work Statement (PWS), Quality Assurance Surveillance Plan (QASP), Award Fee Determination Plan (if applicable)
Management Plan	Most Efficient Organization (MEO) Document; In-house Cost Estimate (IHCE); Technical Performance Plan (TPP); Transition Plan (TP)
Weekly Meeting	Contact with each CA Team Leader to provide status and review upcoming work. (May be by phone or other means acceptable to the activity under study.
Monthly Status Report	Provide a monthly status report for hours expended and status of contract accomplishment. (Reports to COTR)

Sample Format for Milestones

<i>A-76 STEPS</i>	START	FINISH	COMMENTS
1. Plan for CA study (Create CA team)			
2. Develop PWS and QASP			
3. Review and Revise PWS and QASP			
4. Obtain Higher Level Approval of PWs & QASP			
5. Conduct Pre solicitation Actions			
6. Prepare and Issue Solicitation			
7. Develop the Management Plan			
8. Respond to Solicitation (Govt/Contractor)			
9. Perform Independent Review			
10. Evaluate Proposals			
11. Obtain Initial Clearance Approval			
12. Conduct Discussions with Offerors			
13. Obtain Final Clearance Approval			
14. Compare Government & Contractor Proposals			
15. Announce Tentative Decision			